

08/15/2012 14:30

#012 P.004/036

FROM

(THU) MAY 24 2012 11:54/ST. 11:59/No. 6802236154 P 4

POSITION DESCRIPTION (Please Read Instructions on the Back)										1. Agency Position No.					
2. Reason for Submission		3. Service		4. Employing Office Location		5. Duty Station		6. OPM Classification No.							
<input type="checkbox"/> Reassignment <input type="checkbox"/> Reestablishment <input checked="" type="checkbox"/> New <input type="checkbox"/> Other		<input type="checkbox"/> Host <input type="checkbox"/> Part		Washington, DC											
7. For Labor Standards Act		8. Financial Statement Required		9. Subject to IA Action		10. Position Status		11. Supervisory		12. Comparative Level Code					
<input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		<input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input type="checkbox"/> Professional		<input type="checkbox"/> 1-Non <input type="checkbox"/> 2-Other		<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No									
13. Classification by		Official Title of Position		Pay Plan		Occupational Code		Grade		Initials Date					
a. Career Management		Fire Protection Engineer		GS		0804		14		Bj 8/15/12					
b. Career Management															
c. Second Level Review															
d. First Level Review															
e. Recommended by Supervisor or Initiating Office		Fire Protection Engineer		GS		0804		14		LCJ 4/30/12					
16. Organizational Title of Position (If different from official title)				17. Name of Employee (If vacant, specify)											
Org Code 32072001				Rosa Mowery											
18. Department, Agency, or Establishment				19. Third Subdivision											
EPA				SRING											
a. First Subdivision				d. Fourth Subdivision											
AA, OARM				Policy, Programs and Oversight Branch											
b. Second Subdivision				e. Fifth Subdivision											
Office of Administration				32072001											
19. Employee Review-This is an accurate description of the major duties and responsibilities of my position.				Signature of Employee (optional)											
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationship, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the knowledge that:				This information is to be used for salary purposes only, to determine and payment of public funds, and that false or misleading statements may constitute violations of such statutes or their implementing regulations.											
a. Typed Name and Title of Immediate Supervisor				b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)											
David Gibson, Branch Chief/PPOB				Wesley Carpenter, Director/SRMD											
Signature				Date				Signature				Date			
[Signature]				5/11/12				[Signature]				5/2/12			
21. Information for Employees. The standards, and information on their application, are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification, grading, appeals, and complaints on correction from FLSA, is available from the personnel office or the U.S. Office of Personnel Management.				22. Position Classification Standards Used in Classifying Position											
Typed Name and Title of Official Taking Action				OPM JES for Prof. Work in Eng-4 Arch. GS-0800, 11/08											
Michelle Bullock-Smith, HR Specialist															
Signature				Date				Signature				Date			
[Signature]				5/11/12				[Signature]							
23. Position Review				Initials Date				Initials Date				Initials Date			
a. Employee (optional)															
b. Supervisor															
c. Classifier															
24. Remarks				* Agree with Classification											
THIS POSITION HAS NO PROMOTIONAL POTENTIAL															
25. Description of Major Duties and Responsibilities (See Attached)															
NSN 7565-00-834-4285				Previous Edition Usable				0008-106							

From.

**FIRE PROTECTION ENGINEER
GS-804-14****I. INTRODUCTION:**

This position is located in the Policy, Programs, and Oversight Branch (PPOB) of the Safety, Health, and Environmental Management Division (SHEMD) – part of the Office of Administration within the Office of Administration and Resources Management. SHEMD is responsible for leading, planning, organizing, implementing, controlling, and evaluating the environmental compliance, medical, fitness/wellness, occupational health, industrial hygiene, fire protection, and prevention, and safety functions of the EPA.

This position serves as the EPA's fire and safety technical expert, responsible for the management of the SHEM engineering review program and the agency's national fire protection and life safety program for all existing EPA-owned and leased facilities (including headquarters buildings) and large-scale B&F construction and renovation projects.

II. MAJOR DUTIES AND RESPONSIBILITIES:

The employee serves as the EPA-wide expert on fire protection programs for all buildings and spaces to protect EPA employees and contractors, property, and mission from losses that could be incurred in the event of fire. Major duties include the following:

1. **Management of SHEM engineering review program (30%).** Serves as the program manager and primary contact for the agency's SHEM engineering review program, ensuring that adequate SHEM protections are incorporated into all phases of the agency's new construction projects, building renovations, and lease acquisitions. Manages architecture and engineering (A&E) reviews and fume hood design reviews, acting as a liaison between SHEMD, Facilities Management and Services Division (FMSD), contractors, and EPA facilities. Coordinates SHEM reviews of planning, design, and construction documents, covering all phases on the process (e.g., 30 percent complete, 60 percent complete, 90 percent complete). Ensures that SHEM-related comments on planning, design, and construction documents are adequately addressed. Provides annual SHEM priority ranking for B&F operating budget plans. Ensures that SHEM strategic planning is incorporated into agency facility master plans (for possible inclusion in future fiscal year budgets) to address upgrades and correct long-term manageable deficiencies. Is responsible for planning, budgeting, and oversight of all facets of engineering review contracts.
2. **Project review and oversight (30%).** Reviews fire protection engineering issues in new construction, building alterations and lease acquisitions, addressing a range of issues for buildings of various types of occupancies, sizes, and complexity, including laboratories. Reviews all planning and design phases of construction and renovation projects to ensure that fire protection design practices and appropriate fire/life safety standards have been incorporated into all levels of the project. Recommends necessary

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changes and furnishes required assistance if deficiencies have been noted. Maintains a database consisting of fire protection passive and active infrastructure systems for EPA-owned or leased facilities. Reviews or directs the review of fire protection features of plans, specifications, and analyses of design as submitted by other divisions in the agency for accuracy and technical competency and approves such plans, specifications, and analyses where the authority is vested in other organizations. Reviews and/or assesses hazardous or potentially hazardous situations which are either out of the ordinary, unique, or otherwise special in nature. Provides expert oversight to construction and renovation programs affecting EPA staff, offices, and facilities in the areas of building, fire, and life safety code compliance. Administers fire protection engineering contracts for architect/engineering work in support of EPA projects.

3. **Audits, inspections, and investigations (20%).** Supports SHEMD's facility audit program by participating in on-site audits, interpreting codes and findings, and recommending measures to mitigate or correct identified deficiencies. Works with fire protection professionals at the U.S. General Services Administration, National Fire Protection Association, EPA-contracted A&E firms and local fire marshals to ensure that EPA-occupied facilities are code compliant and that any deficiencies identified through SHEMD's audit program are mitigated in a timely matter. Manages the audit waiver program. Evaluates field offices and headquarters facilities and provides feedback regarding their implementation of the EPA's fire protection engineering policies and programs. Performs field inspections of proposed projects to determine direction and design requirements. Inspects projects under construction to determine the adequacy of the design of fire protection features and to ensure conformance to plans and specifications. Supports investigations and prepares reports on major fires at EPA facilities.
4. **Technical expertise/agency representation (10%).** Represents SHEMD on EPA working groups and is recognized as the agency's fire protection engineering expert for all matters relating to fire protection. Maintains contact with officials and engineering personnel within the EPA and the U.S. General Services Administration to provide advice to other engineers to negotiate agreements where there are conflicting interests and opinions and to justify feasibility and desirability of work proposals. Serves as a fire protection engineer for agency architects/engineers in other divisions or field offices concerning fire protection engineering issues. Advises field office personnel and other agency engineers on methods and procedures to be used in studies of fire protection problems. Makes recommendations to the Chief, PPOB based upon the results of these studies.
5. **Policy and guidance - development and interpretation (10%).** Serves as a multi-faceted professional in the development of EPA policy on diverse fire protection issues. Prepares technical reports and papers on complex fire protection engineering matters that influence current and future EPA programs. Participates in the development of national fire protection engineering guide specifications and design guides for use throughout all of the EPA and advises on their interpretation. Also provides interpretation of guidelines, standards, policies, and engineering criteria as established by national organizations and

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central offices and provides instructions and information to EPA architects/engineers and contractors. Develops and presents fire protection and life safety training for the EPA SHEM community and facility managers.

III. FACTORS:

Factor 1, Knowledge Required by the Position

Mastery of advanced theories, concepts, and principles of professional fire protection engineering sufficient to perform the following:

- Design fire suppression and annunciation systems, assess the adequacy and life expectancy of existing systems, and determine applicable code compliance.
- Conduct detailed fire safety analyses and provide comprehensive reports and correspondence for various building structures, including warehouses, hazardous and flammable storage facilities, laboratories, computer centers, and high-rise office buildings.
- Investigate fires to determine root causes, conduct trend analysis, and provide recommendations to senior management on corrective actions and lessons learned.
- Interpret fire codes, standards, and directives and advise on industry best practices.
- Serve as the agency's technical representative regarding all aspects of fire protection engineering, life safety, and occupant emergency management.
- Coordinate emergency management program review of agency directives, technical standards, and professional qualification criteria related to fire protection.
- Represent fire protection interests at emergency management meetings and at meetings with other federal agencies, national laboratories, state and federal environmental regulators, and other stakeholders.

Factor 2, Supervisory Controls

The incumbent works under the general administrative and policy direction of the Chief of PPOB, who assigns projects in terms of broadly defined missions and functional goals. The incumbent plans and carries out the work independently. Defines objectives, interprets fire and life safety policies and regulations, and determines how these policies/regulations will impact the EPA. The incumbent is regarded as a technical authority on fire and life safety issues. The incumbent's work is accepted as being technically authoritative and is reviewed only for consistency with, and potential impact on, broad agency objectives and program goals.

Factor 3, Guidelines

Guidelines consist of broad policy statements and guidelines issued by the General Services Administration, National Fire Protection Association, states and localities, and professional and industry standards. Makes extensive interpretations of fire and life safety policies and regulations; determines their impact on the EPA; and provides advice in their use and interpretation. The incumbent is recognized by senior EPA management officials and staff as a

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technical expert in the development and interpretation of professional fire protection and life safety guidelines for use throughout EPA.

Factor 4, Complexity

The work requires the incumbent to address major fire protection issues characterized by exceptional breadth, requiring intensity of effort, and consisting of multiple phases. Fire protection covers all EPA facilities, including essential electronic equipment and mission-critical centers, storage of hazardous materials, operations and maintenance of fire protection equipment and systems, fire investigation and reporting, means of emergency egress from buildings, and fire resistance and structural requirements for real property owned or leased by the agency. These are areas with high potential for unacceptable losses and for which state-of-the-art solutions are rapidly changing in order to meet the fire protection needs on an agency-wide basis. The incumbent decides on and advocates the direction and strategy for activities in an environment characterized by undefined factors and conditions. Conducts extensive analyses of the nature and scope of problems to make those decisions. The work requires the incumbent to formulate and/or develop policy, guidance, and activities; develop and implement novel, far-reaching, and innovative strategies, applications, and concepts; and overcome highly resistant or controversial issues, conditions, and problems.

Factor 5, Scope and Effect

The purpose of the work is to provide program direction and expert technical advice in fire protection engineering and to ensure that SHEM-related considerations are addressed during all phases of construction, renovation, and lease acquisitions. The incumbent coordinates A&E reviews and fume hood design reviews, acting as a liaison between SHEMD, FMDS, contractors, and EPA facilities. Reviews all planning and design phases of construction and renovation projects to ensure that fire protection design practices and appropriate fire/life safety standards have been incorporated into all levels of each project. As the agency's fire protection engineering expert, the employee offers interpretation of guidelines, standards, policies, and engineering criteria and provides technical advice to EPA architects/engineers, managers, and contractors on specific fire protection engineering issues. Work performed by the employee has a significant impact upon individual facility's engineering programs and building systems operations and on the overall safety and integrity of all EPA's offices and laboratories, and on the employee population of EPA. Results of the work ultimately affect the ability of the agency to meet its goals and the needs of its customers.

Factors 6 & 7, Personal Contacts and Purpose of Contacts

The incumbent provides customer service and technical assistance to SHEMD, FMDS, the Security Management Division, and EPA offices and laboratories, and on occasion, with high-level agency officials. Also has contact with individuals or groups from outside the agency, including consultants, contractors, or representatives from professional associations, in moderately unstructured settings. Works with fire protection professionals at the U. S. General Services Administration, National Fire Protection Association, EPA-contracted A&E firms and local fire marshals.

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The purpose of contacts is to ensure that current EPA-occupied facilities are code compliant and that noted deficiencies are mitigated in a timely manner and to justify, defend, negotiate, or settle matters involving significant or controversial fire and life safety issues. The incumbent actively participates in conferences, meetings, or presentations involving fire and life safety issues of considerable consequence or importance. Persons contacted typically have diverse viewpoints, goals or objectives requiring the incumbent to achieve a common understanding of a problem and a satisfactory solution by convincing them, arriving at a compromise, or developing suitable alternatives.

Factor 8, Physical Demands

The work requires some physical exertion, such as long periods of standing, or recurring and considerable walking, stooping, bending, crouching, and climbing, such as in performing regular and periodic construction activities, field inspections, or to observe and study work operations in EPA facilities. Work may also include frequent lifting of moderately heavy items weighing less than 50 pounds (i.e., 23 kilograms), such as equipment and samples.

Factor 9, Work Environment

There is periodic exposure to moderate discomforts and unpleasantness, such as high levels of noise and adverse weather conditions at construction sites.

Extramural Resources Management Duties Checklist

This checklist must be used with all PDs to identify the percentage of time an employee is engaged in duties related to managing contracts, grants, cooperative agreements, and interagency agreements. For positions requiring performance of these duties for 25% or more of the employee's time, in addition to this checklist, such duties must also be described in the body (major duties area) of the PD.

Employee Information	Percentage of Time Spent on Extramural Resources Management
Name <u>Ross Mowery</u>	<input type="checkbox"/> This position has no extramural resources management responsibilities.
Position Number _____	<input checked="" type="checkbox"/> Total extramural resources management duties occupy less than 25% of time.
Title <u>Fire Protection Engineer</u>	<input type="checkbox"/> Total extramural resources management duties occupy 25% to 50% of time. These duties are indicated below and described in the position description.
Series/Grade <u>0804/GS-14</u>	<input type="checkbox"/> Total extramural resources management duties occupy more than 50% of time. These duties are indicated below and described in the position description.
Organization <u>AA, OARM, OA, SHERO, PPOB</u>	

When this checklist is used as an amendment to a position description, the following signatures are required:

Supervisor's Signature [Signature] Date 5/31/12
 Personnel Specialist's Signature [Signature] Date 5/21/2012

Part 1. Contracts Management Duties

Pre-award:

- ☐ Plans Procurements
- ☒ Estimates Costs
- ☐ Obtains funding commitments
- ☐ Prepares procurement requests
- ☐ Writes statements of work
- ☒ Reviews statements of work
- ☐ Processes unsolicited proposals
- ☒ Responds to pre-award inquiries
- ☐ Participates in pre-award conferences
- ☐ Conducts technical evaluation of proposals
- ☐ Participates in debriefing/protests
- ☐ Other (list)

- ☐ Monitors management and performance of delivery orders/work assignments after award
- ☐ Defines scope of work for work assignments
- ☐ Approves payment requests of ACH drawdowns
- ☐ Manages cost-reimbursement contracts
- ☐ Reviews invoices
- ☐ Inspects and accepts deliverables
- ☐ Other (list)

Close-out:

- ☐ Writes reports on contractor performance, costs, and tasks performed
- ☐ Reconciles payments with work performance
- ☐ Close-out payments
- ☐ Performs cost accounting
- ☐ Provides assistance to Contracting Officer in settling claims
- ☐ Other (list)

Post-award:

- ☐ Prepares delivery orders
- ☒ Reviews contractor work plans
- ☐ Reviews contractor progress reports
- ☐ Monitors government-furnished property
- ☐ Monitors cost management and overall technical performance of contract after award

Percentage of Time Spent on Contracts Management

635 %

Continued

Part 2. Grants/Cooperative Agreements Duties Pre-application/Application: Prepares solicitation for proposals Identifies potential grantees for area of program emphasis Makes initial determinations (whether project is procurement or assistance, whether agency has legal authority, whether applicant is eligible, whether funding is available, etc.) Provides administrative information to applicants Determines appropriateness of applicant's workplan/activities/budget and compliance with regulations and guidelines and negotiates changes with applicant Assists applicant in resolving issues in application For cooperative agreement, determines substantial Federal involvement and develops a condition for agreement Negotiates level of funding Conducts site visits to evaluate program capability Serves as resource to Selection Panel Informs applicants of funding decisions Other (list) Award: Prepares funding package, including Decision Memorandum Obtains concurrences/approvals Reviews/concurs in completed document Establishes project file Other (list) Project Management/Administration: Monitors recipient's activities and progress Reviews reports and deliverables and notifies recipient of comments Provides technical assistance to recipients	Advises Grants Management Office of potential problems/issues Participates in decisions/actions to ensure successful project completion and in decisions to impose sanctions Approves payments requests or ACH drawdowns Reviews requests for modifications, additional funding, etc., and makes recommendations to Grants Management Office Negotiates amendments Reviews Cost/Price Analysis for recipient contracts/change orders (Superfund only) When necessary, recommends termination of the agreement Resolves with Grants Management Office administrative and financial issues Conducts periodic reviews to ensure compliance with agreement Other (list) Close-out: Certifies deliverables were satisfactory and timely Provides assistance to recipients and Grants Management Office to ensure timely close-out Reconciles payment with work performed Notifies recipient of close-out requirements Obtains legal assistance if necessary to resolve incomplete close-out If project is audited, responds to issues and ensures recipient complies with audit recommendations Other (list) Percentage of Time Spent on Grants/Cooperative Agreements Management <div style="text-align: center;">0 %</div>
Part 3. Interagency Agreements Duties Pre-Agreement: Plans and negotiates work effort Estimates costs Obtains funding commitments Prepares commitment notice Writes or reviews scope of work Responds to pre-agreement inquiries Participates in pre-agreement conferences Coordinates with appropriate staff in developing Independent Government Cost Estimates (IGEs) Negotiates and ensures execution of Superfund State Contracts (Superfund only) Performs technical evaluation of work plan and budget Prepares funding package and obtains necessary concurrences Other (list) Project Management/Administration: Reviews progress reports/financial reports	Monitors cost management and overall technical performance Participates in decisions about project modification/termination Conducts periodic review of Superfund State Contracts payments receipts (Superfund only) Inspects and accepts deliverables Other (list) Close-out: Reviews final report Decides on disbursement of equipment Reconciles payments with work performed Reviews Superfund State Contracts to ensure full reimbursement (Superfund only) Certifies deliverables Resolves close-out issues with Grants Management Office/other agency Other (list) Percentage of Time Spent on Interagency Agreements Management <div style="text-align: center;">2 %</div>